

TRAVEL REIMBURSEMENT REQUEST

(Do not handwrite. Do not use abbreviations)

Last name: _____ First name: _____

UIN: _____ Email: _____ Phone #: _____

Faculty Staff Graduate Student Undergraduate Student Other _____

Travel Destination (city, state, country): _____

Travel to destination:

Departure date and time _____ Arrival date and time _____

Return from destination:

Departure date and time _____ Arrival date and time _____

Conference name (if applicable, do not abbreviate): _____

University related purpose of the trip: _____

Reimbursement Expense Request Amounts:

- 1) Airfare \$ _____
- 2) Lodging \$ _____ Was this the conference hotel site Yes No
- 3) Would you like per diem for meals Yes No If attended a conference list any meals that were included _____
- 4) Conference registration fee \$ _____
- 5) Transportation (Uber, etc...) \$ _____
- 6) Other expenses \$ _____ Provide details _____

Notes: _____

Traveler's signature _____

Account to be paid from _____ Account holder approval signature _____

Please review following pages for required documents and reimbursement policies

General

- Please **type** entries into reimbursement forms, do not handwrite
- Do not email reimbursement requests, please deliver them to Jennifer printed one sided only to 1066 or 1009 mailboxes.
- Be sure to provide a detailed purpose/justification for reimbursements, such as you were a presenter at a research conference, meeting with others for research collaboration, etc... **Be as detailed as possible; we are relying on you to tell us this information.** This is the #1 reason the university rejects reimbursement requests.
- Do not abbreviate conference names, associations, institutions, etc...
- Receipts must show a payment transaction/proof of payment in your name. It is helpful to include a copy of your bank/credit statement showing the transaction as well.
- Students are no longer required to use the "Request for Research Travel Funds" form.
- Reimbursements must be requested within 60 days of the purchase date. The only exception is when travel is booked in advance.
- If you purchase something out of pocket the tax paid is not reimbursable.

Travel

- Food receipts do not need to be submitted as you will receive meal per diem instead.
 - Visit the following website for more information on per diem
 - <https://www.obfs.uillinois.edu/bfpp/section-15-travel/travel-reimbursement-and-per-diem>
- Conferences require the cover page of the conference program showing dates and location.
- If you book your flight and/or hotel through a travel site such as Expedia, UIC Payable requires you contact that vendor to obtain a detailed itinerary/breakdown of those purchases.
- If you are traveling beyond the dates of a conference for personal time YOU must provide documentation of what the airfare would have been if you only attended the dates of the conference. You will be reimbursed the lesser amount.
- If you are flying to a different location after a trip rather than Chicago, you must provide documentation of what the flight cost would have been to return to Chicago. You will be reimbursed the lesser amount.
- Your name must be on the receipt of the lodging bill. If you split the costs with someone, then ask the lodging vendor to list both your names and separate the charges.
- You must pay for your own expense to receive reimbursement. Do not allow someone else to pay for your lodging or airfare and then wire transfer the money for your portion. UIC Payables is rejecting these reimbursements
- It is not allowable for UIC students or employees while in travel mode to pay for meals of other UIC students or employees and submit for reimbursement. They and you would instead be eligible for meal per diem reimbursements.
- Do not rent a car on your own as UIC has approved and contracted car rental vendors.
- Reimbursements for just poster printing and/or conference registration is considered a miscellaneous reimbursement, so please use that form and not the travel reimbursement form.

International Travel

- For international travel, you will be reimbursed at the current conversion rate OR you may provide bank/credit card statements showing what you paid in US dollars and will be reimbursed that amount.
- All UIC students who travel outside the U.S. and its territories on UIC-related or authorized travel must enroll in the ITS travel roster and obtain the University of Illinois System's comprehensive insurance plan (Gallagher) or equivalent insurance approved by the UIC Study Abroad Office.
- All faculty or staff traveling internationally with UIC students must also enroll in the university's ITS travel roster and obtain the Gallagher insurance policy or equivalent insurance approved by the UIC Study Abroad Office.
- Visit the following website for more information and reach out to the Business Manager, Jennifer Vaisnoras for full details.
 - <http://oge.uic.edu/international-travel-safety-enrollment/>

TEM (Travel & Expense Management System)

- You must be setup in TEM in order to have a reimbursement processed. Please see Jennifer to do this. Do not attempt to create an expense report/reimbursement on your own
 - Check this website to see if you can login- <https://travelexpense.admin.uillinois.edu>
- You also must designate a proxy in TEM; that person will actually go into TEM and process the reimbursement paperwork for you. If you do not follow this step, your reimbursement will not be processed.
 - Since our proxy is constantly changing, I will let you know who to designate at the time request the reimbursement.
- Please check your TEM account often as you could have received a rejection and/or having an expense report waiting to be submitted. Please contact me for rejection and resubmission guidance.
- TEM can only be accessed when you are connected through a UIC network. You can install Virtual Private Network (VPN) to access TEM from outside a UIC network at <http://acc.uic.edu/service/vpn>. Note that you must be on the UIC network to install VPN.